

Local Procedure 30: Compensation

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| Responsible Officer: | UCOP Chief Human Resources Officer |
| Effective Date: | 5/5/2025 |
| Scope: | <p>Professional & Support Staff and Managers & Senior Professionals</p> <p>Employees represented by a union should consult their applicable collective bargaining agreement. Policy-covered academic appointees should consult the Academic Personnel Manual.</p> <p>UCOP local procedures apply only to UCOP employees. Employees at other UC locations should consult their respective local procedures.</p> |
| Contact: | UCOP Local HR Procedure |

I. PROCEDURE SUMMARY

This procedure provides requirements for implementation of the systemwide [Personnel Policies for Staff Members \(PPSM\) 30: Compensation](#) for local University of California Office of the President (UCOP) employees.

II. PROCEDURE TEXT

A. Salary

1. Salary Ranges

a. General

[UCOP Local HR Compensation](#) recommends salary ranges for UCOP jobs in accordance with existing market conditions and consistent with the City of Oakland's local minimum wage ordinance. UCOP Compensation reviews salary ranges annually and recommends adjustments as appropriate. Salary ranges and range adjustments are approved by the [Vice President of Systemwide Human Resources](#).

Salary ranges for all UCOP jobs are published in the UC Title Code System (TCS) and are available to view via the [Job Code Lookup](#).

b. Salary Offer Approval

Prior to extending an offer to a candidate, a hiring manager must complete a Salary Offer Approval Request form with their recruiter and obtain approval of a hiring range from UCOP Local HR Compensation. Following agreement from their division/department head, a hiring manager may make a salary offer to a candidate within the approved hiring range. After the offer is accepted, the salary is recorded on the Salary Offer Approval Request form and confirmed by the hiring manager and division representative.

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A salary offer outside the approved hiring range is an exception to this procedure. Exceptions must be submitted by a division leader to UCOP Local HR Compensation, the [Chief Human Resources Officer \(CHRO\) of UCOP Local HR](#), for review and approval.

2. Systemwide Salary Programs

Per [PPSM-30: Compensation](#), general and merit increases are authorized through systemwide guidelines. In accordance with the systemwide guidelines, Executive Vice President, and Chief Operating Officer; in collaboration with the UCOP local Budget and Finance, Payroll, and Compensation offices and the CHRO of UCOP Local HR; will develop UCOP local eligibility and implementation guidelines.

3. Individual Salary Actions

a. Salary Increases

Salary increases upon promotion are provided during the UCOP Promotion On-cycle Review process conducted annually, subject to budget constraints. Recommendations made during the promotion review process are reviewed and approved by the CHRO of UCOP Local HR and the Executive Workforce Actions Committee (EWAC).

Salary increases may also be provided upon upward reclassification, lateral transfer, or to bring an employee's salary to the minimum of the salary range.

b. Salary Decreases

An employee may receive a salary decrease upon demotion or downward reclassification. UCOP Local HR Compensation will review and recommend such a salary reduction, which must be approved by the CHRO of UCOP Local HR.

An employee's current salary rate may be retained upon demotion or downward reclassification if requested by the department head and approved by UCOP Local HR Compensation and the CHRO of UCOP Local HR.

c. Equity Increases

Equity increases may be provided for the reasons described in PPSM-30. The UCOP Local HR Equity On-Cycle Review process is conducted annually, subject to budget constraints. Requests made during the equity review process are reviewed by UCOP Local HR Compensation and approved by the CHRO of UCOP Local HR and the EWAC.

In addition to the annual equity process, department heads may request an internal equity review. UCOP Local HR Compensation will review the request and determine if it will be handled during the annual process or outside it, subject to availability of funds.

4. Retroactive Salary Actions

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A salary action not approved within the timeframes described in [PPSM-30](#) is considered retroactive. Requests for retroactive salary actions must be reviewed and approved per the approval authorities outlined in PPSM-30.

Division heads may request a retroactive salary increase of up to six calendar months for an employee who: 1) is not a direct report to the President, 2) is not under the jurisdiction of a Principal Officer, and 3) whose Total Cash Compensation is less than or equal to the Indexed Compensation Level. Such requests are reviewed and approved by the applicable [HR Business Partner](#).

5. Perquisites

Meals and lodging perquisites are allowed for Resident Advisors who work in Washington, D.C. The Manager of Information Systems and Academic Initiatives will approve all meal and lodging requests for these Academic Advisors.

All other meal and lodging perquisites are approved by the CHRO of UCOP Local HR.

6. Administrative Stipends

All stipend requests, regardless of the percentage of an employee's base salary and for a maximum duration of 12 months, must be submitted by a division leader to the UCOP Local Compensation Director for review. Any stipend requests for periods between 12 and 24 months, irrespective of the percentage, must receive review and approval from the CHRO of UCOP Local HR following a compensation assessment. Additionally, requests exceeding 20 percent will necessitate a compensation review and approval by the CHRO of UCOP Local HR.

7. Dual Employment

Dual employment is not permitted at UCOP.

B. Hours of Work

1. Workweek

The standard workweek begins on Sunday at 12:01 a.m. and ends at 12:00 midnight the following Saturday.

Division/department heads may approve alternate work weeks of any other seven consecutive 24-hour periods if needed after consultation with the applicable HR Business Partner regarding FLSA and notice requirements. Divisions/departments may, at their discretion, discontinue or modify alternate work schedules as required to support their needs.

2. Attendance Records

Employee attendance, including time worked and absences, is recorded in the [Time Reporting System](#) (TRS). Rehired retiree attendance is recorded on manual timesheets and uploaded to the I-181 portal.

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Attendance records are maintained for a minimum of five years, or longer if required by the terms of a contract. Attendance records are subject to audit by the University and state and federal auditors.

3. Payroll Calendar

The annual payroll calendar applicable to UCOP employees is available [online](#).

4. Alternate Work Schedule

a. Request

An employee may submit a written request for an alternate work schedule to their supervisor/manager for review if the proposed schedule allows the employee to organize their time in a manner sufficient to meet their job requirements.

Alternate work schedules for non-exempt employees must meet the following conditions:

- Written agreement, signed by the employee and supervisor/manager, on an alternate workweek (e.g., 12:01 a.m. Friday through 12:00 midnight the following Thursday);
- A workweek of no more than 40 hours and no more than five days; and
- A work schedule of no more than 40 hours of actual work in a workweek.

Computation of vacation leave, sick leave, and overtime do not change when an employee works an alternate schedule.

b. Review and Approval

An alternate work schedule request may be approved by a department head if the department has determined that the requested schedule allows for adequate staffing coverage to meet the operational needs of the department. Alternate work schedule requests must be reviewed in a consistent manner to ensure equitable treatment of employees. The department head, in collaboration with the direct supervisor/manager will notify the employee in writing regarding the approval or denial of their request.

An alternate work schedule may be evaluated over a three-month trial period. The department may, at its discretion, modify or discontinue an alternate work schedule as required to meet the department's operational needs.

C. Compensatory Time Off

1. Election of Compensatory Time Off or Pay

A non-exempt employee eligible for [compensatory time off](#) (CTO) must elect to receive CTO or pay for any overtime worked. Any employee hired, transferred, reclassified, or promoted into a non-exempt position must make such an election.

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Before the employee begins work, the department head or designee must ensure that the employee has submitted the applicable [CTO Election Form](#) to the HR Business Partner to be placed in the employee's personnel file. A copy of the completed form should be sent to the department payroll coordinator or BRC as appropriate. CTO agreements are retained by UCOP Local HR (the office of record) for the same length of time as other employee time records.

Employees may update their CTO Election Forms in June of each year if they wish to change their current election.

2. Transfer and Separation

If an employee transfers to another department, transfers to a position ineligible for overtime pay, or separates, their accrued CTO will be paid by the department in which the time was worked.

D. Ancillary Pay

UCOP Local HR Compensation recommends and the CHRO of UCOP Local HR approves the establishment of, changes to, and elimination of ancillary pay rates (shift differential, weekend differential, on-call, call-back, and certification pay) for UCOP jobs in accordance with local market demands.

A department head may submit a written request to UCOP Local HR Compensation to modify an existing ancillary rate or to establish a new ancillary rate for a position class. Ancillary rates are published in the TCS and are available via the [Job Code Lookup](#).

III. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Procedure

The [CHRO of UCOP Local HR](#) is the Responsible Officer for this procedure and has the authority, in consultation with the appropriate UCOP leadership, to implement the procedure. The Responsible Officer may develop other supplementary information to support the implementation of this procedure.

These procedures apply to all units under the jurisdiction of UCOP, including UCPATH.

B. Revisions to the Procedure

UC local procedures supplement [systemwide Presidential policies](#). When a systemwide policy is updated, the corresponding local procedure will be updated accordingly.

The CHRO of UCOP Local HR has the authority to initiate revisions to the procedure and ensure that procedures are regularly reviewed and updated, consistent with other UC policies, procedures, and applicable law.

C. Approval of Actions

All actions applicable to employees covered by this procedure that exceed this procedure (i.e. exceptions) must be approved by the CHRO of UCOP Local HR, consistent with the

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requirements of the applicable systemwide policy. Requests for exceptions to the applicable systemwide policy must be made to the officer described in that policy.

In accordance with [PPSM-30: Compensation](#), authority to determine FLSA exemption status for individual positions has been delegated from the Executive Vice President and Chief Operating Officer to the CHRO of UCOP Local HR, in consultation with the UCOP Local HR Compensation Director.

Authority to approve salary actions applicable to individual staff employees is described in the [Compensation Delegations of Authority & Compensation Position Control Approvals—Office of the President](#).

D. Compliance with the Procedure and Applicable Systemwide Policy

If there is a conflict between a local procedure and a systemwide policy, the content of the systemwide policy governs. Individual departments may maintain documented processes applicable to their internal operations or activities, but those processes may not conflict with this procedure or the applicable systemwide policy.

The CHRO of UCOP Local HR is responsible for the administration of this procedure.

IV. RELATED INFORMATION

- [PPSM-30](#): Compensation (referenced in Section I)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section III.E)

V. REVISION HISTORY

May 5, 2025: Revisions made to:

- Streamline and clarify the information provided
- Eliminate redundancy
- Reorganize content
- Update web links and office titles
- Ensure compliance with Web Content Accessibility Guidelines (WCAG) 2.0

June 28, 2018: Initial issuance of procedure